

## ADMINISTRATIVE PROCEDURES

**SUBJECT: COVID-19 Procedures**

The Lambton Kent District School Board is committed to:

- Providing a safe and healthy work environment for its employees; and
- Taking every reasonable precaution to prevent the transmission of COVID-19 to employees and students.

This procedural guideline has been developed to guide principals and school communities regarding the steps that must be taken in the event of a confirmed case of COVID-19 in a school. Lambton Kent District School Board's Administrative Procedure follows the direction of the Chatham-Kent and Lambton public health units regarding confirmed cases of COVID-19.

### General Guidelines

Coronavirus (COVID-19) is a respiratory illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. COVID-19 stands for Coronavirus Disease 2019 (the year the illness was discovered).

### COVID-19 Process

The following protocol has been developed to provide guidance when COVID-19 is confirmed in a LKDSB school.

The LKDSB follows the direction of the Chatham-Kent or Lambton Public Health regarding confirmed or suspected cases of COVID-19.

### Responsibilities

#### The Principal is responsible for:

- Ensuring that staff within the building are aware of the COVID-19 protocols and this Administrative Procedure.
- Reporting a probable or confirmed COVID-19 case associated with the school to the local Public Health unit and to the Ministry of Education through the daily reporting tool and to the COVID-19 lead where they have become aware of such a case.
- Reporting absenteeism to the local public health unit and to the Ministry of Education through the daily reporting tool, in accordance with provincial and/or local public health direction.
- Ensuring that a confirmed case of COVID-19 involving a member of the school community is reported to public health authorities and to the COVID-19 lead by contacting the School Superintendent, Public Relations Officer, Human Resource Officer and Director of Education (if appropriate). (Refer to [Health Related Emergency Procedures](#));
- Following the reporting, health and safety and communications directions as provided by Chatham-Kent and Lambton Public Health, as well as any Ministry of Education and provincial health requirements, regarding confirmed cases of COVID-19.
- Following the LKDSB Isolation Room Guidelines (Appendix E)

- Providing the Public Health Unit the completed Principal Checklist – COVID-19 (Appendix A) within 24 hours of request to ensure timely follow-up:
  - Forward to public health the completed Teacher Checklist (Appendix B) information and resources to the affected classroom and any additional classrooms as requested by Public Health authorities;
  - Forward to public health information related to outside classroom interactions, if applicable – classroom, bus lists/seating plans, before and after school programs, extra-curricular activities, etc.
  - Ensure enhanced cleaning measures are in place for affected classroom(s) as soon as possible, based on directions provided by Public Health.
  - Send appropriate communications (MOH letter, provided when needed, and Fact Sheet, Appendix C) to staff and parents/guardians and child care partners, based on direction from Chatham-Kent and Lambton Public Health.
  - Advise concerned staff to follow up with their health care provider;
  - Ensuring confidentiality for any individuals identified with a confirmed case of COVID-19 and for health-compromised staff/students who may have related concerns, as per the *Education Act* and the *Personal Health Information Protection Act*.
- Follow the advice of Chatham-Kent and Lambton Public Health regarding the safe return of students and/or staff to school.
- Contacting the Human Resources Officer for assistance with accommodation requests.
- Communicating the mask exemption process to staff and families.

In general, schools should not report all instances of ill individuals in the school setting to Public Health, as these are frequent occurrences and typically students have non-specific symptoms. However, as required by [Section 28 of the Health Protection and Promotion Act](#), school principals are required to report to the Medical Officer of Health if they are of the opinion that a pupil has or may have a communicable disease.

**The Human Resource Officer is responsible for:**

- Providing further information and guidance to administrators and employees regarding individual employee circumstances or accommodation.

**Staff is responsible for:**

- Reviewing student Plans of Care and mask exemptions, as appropriate for employee roles and responsibilities.

**The Public Relations Officer is responsible for:**

- Acting as a liaison between the LKDSB and Chatham-Kent and Lambton Public Health.
- Posting notices to the COVID-19 advisory section of the Board and school websites related to **confirmed cases** of COVID-19 involving a student or staff member in a school setting, based on direction of the local Public Health units. This may include notices of closures of classes, cohorts or schools.

**The COVID-19 lead is responsible for:**

- Reporting to the Ministry of Education, as required.

**Public Health Units are responsible for:**

- Determine if an outbreak in a school exists;
- Manage the outbreak in collaboration with the school and other relevant partners;
- Determine when the outbreak can be declared over.

## Communicating with the school community

Parents, students and staff have an understandable interest in knowing when a COVID-19 positive case has been identified in their school.

Lambton Kent District School Board has created COVID-19 advisory web pages on the Board and school websites, where information will be posted in the event there is a **confirmed case** of COVID-19 that involves a student or staff member.

Students or staff members may withdraw from school if a family or household member has a confirmed case of COVID-19; however, information will not be posted in these instances. In the interests of privacy, information provided to school communities will not identify the student or staff member who has received a positive COVID-19 test.

If public health advises that a class, cohort or a school should be closed for a period of time, parents, students and staff will be notified immediately. Notice of any closures of classes, cohorts or schools will be posted to the Board and relevant school COVID-19 advisory web pages.

## Operational Guidance: COVID-19 Management in Schools

### Outbreak Management

The declaration of an outbreak is the responsibility of Public Health and is defined as two or more lab-confirmed COVID-19 cases in students and/or staff in a school with an epidemiological link, within a 14-day period, where at least one case could have reasonably acquired their infection in the school (including transportation and before or after school care).

The local public health unit will work with the school to determine epidemiological links (e.g., cases in the same class, cases that are part of the same before/after school care cohort, cases that have assigned bus seats in close proximity to each other). The public health unit will determine which cohorts are high risk contacts requiring isolation (refer to the LKDSB Isolation Room Guidelines, Appendix C).

### Public Health Units are responsible for:

- Determining if an outbreak exists, declaring an outbreak, and providing direction on outbreak control measures to be implemented.
- Assisting in determining which cohort(s) may be sent home or if a partial or full school closure is required based on the scope of the outbreak. Please note, there may be variability in scenarios based on local context and epidemiology.

### Reopening the school

The outbreak does not necessarily need to be over to re-open the school. Reopening the school will be determined by Public Health. Cohorts without evidence of transmission can be gradually brought back to school as additional information and test results become available, based on Public Health recommendations. Consideration should be given to implementing additional preventive measures and active surveillance as part of reopening.

### Outbreak declared over

An outbreak will be declared over by the Public Health unit. This may be based on:

- At least 14 days from the last outbreak associated case (including in a student, staff, essential visitor, or anyone else in the school during the outbreak);
- No further symptomatic individuals with tests pending.

**Management of a confirmed diagnosis of COVID-19 in the school community**

**This section applies to a student, staff member or a member of a school community who is regularly in the school, who informs the school that they have tested positive for COVID-19.**

- Any individual who tests positive for COVID-19 should not attend school until they are cleared by their local Public Health unit or health care provider.
- Any individuals who test positive must remain in isolation for 14 days. Retesting is not recommended and will not alter this 14-day isolation requirement.
- The local Public Health unit will notify the school of a positive COVID-19 diagnosis. Where the local Public Health unit determines there was a transmission risk to others in the school, students and staff will be assessed to determine if they were at high risk of exposure (requiring isolation) or if they were at low risk of exposure (can self-monitor for symptoms and return to school).
- All students and staff determined to be at high risk of exposure will be directed to isolate and recommended to be tested (voluntary testing) within their isolation period.
- Negative test results do not change the requirement for isolation, nor do they shorten the isolation period for close contacts.

***Scenario: Staff or student has tested positive for COVID-19*****Recommended action by teacher**

The teacher should:

- Ensure continuation of learning for the student, if they are able to participate
- Continue to monitor students and themselves for symptoms

**Recommended action by principal**

**The principal should:**

- Follow Public Health unit protocol for school outbreaks if necessary
- Communicate with school community as appropriate
- Ensure student and sibling(s) portfolio information (that is, class list, seating charts, transportation details, etc.) is up-to-date and share this information to Public Health unit upon request
- Ensure/coordinate environmental cleaning and/or disinfection of the space and items used by the individual(s)
- Monitor school population for new and additional illnesses and symptoms
- Report absence in the daily absence tracking tool

**Recommended action by school board**

The superintendent should:

- Inform the Board COVID-19 Lead, other board staff and support principal as needed

The board COVID-19 lead should:

- Continue to monitor the situation and liaise with the Ministry of Education as necessary
- Work with Public Health unit as required

**Recommended action by parent and student**

The parent and student should:

- Engage in continuation of learning if able
- Communicate regularly with the school to inform daily routines
- Follow advice by health provider and/or Public Health unit on isolation protocol

**Return to school**

- While an individual suspected to have COVID-19 is waiting for test results they must be in isolation and cannot attend school in person. The school will be in contact with the parent/guardian to discuss an at-home learning plan while the student is absent (if they feel well enough to participate in learning).
- Individuals who have a COVID-19 test because of symptoms, but who test negative should not return to school until at least 24 hours after their symptoms have resolved.
- Individuals who have traveled out of the country should isolate for 14 days.
- Where a student or staff member has tested positive for COVID-19, the local Public Health unit will be in contact with the school to provide further direction regarding the return to school.
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**If an ill individual is deemed not to have COVID-19**

For an ill individual who has a known alternative diagnosis provided by a health care provider, return to school can occur when symptoms are resolved for at least 24 hours.

**Records Management**

In the event that schools are made aware of a positive diagnosis of COVID-19 for staff or students, it is essential that key information pertaining to staff and students be available upon request by the local Public Health unit for the purposes of contact tracing. This information needs to be accessible by school administrators on short notice, both during and outside of school hours, when requested by the Public Health unit. School board COVID-19 leads are expected to establish a system with the local Public Health units to ensure that these records can be accessed at all times.

The following information should be available:

- attendance records;
- class lists and seating charts;
- before-and-after child care lists;
- transportation lists and seating charts;
- up to date contact information for parents, staff and students;
- special assignments and programs (i.e., Special Education supports);
- records of essential visitors to the school.

**Management of ill individuals during school hours**

**This section applies to students, staff or other members or visitors to the school community, who become ill during the school day and on school premises.**

Students should be made aware, in age-appropriate and non-stigmatizing language, how to identify symptoms of COVID-19 and should be instructed to speak to a staff member immediately if they feel ill.

Schools should maintain a personal protective equipment (PPE) kit specifically for managing students or others who become ill during school hours. Refer to directions outlined in the LKDSB Isolation Room Guidelines.

If an individual, including students, staff, contractors, visitors, parents, guardians, becomes ill while at school, including before and after school care affiliated with the school, it is recommended that:

- Anyone providing care to the ill individual should maintain as much physical distance as possible;
- A staff member, contractor, visitor or parent/guardian should immediately inform the principal and, if able, leave the premises and report to the local COVID-19 Testing Site, or report to the isolation room while waiting to be picked up.
- The person caring for the individual should wear a surgical/procedural mask and eye protection;
- If tolerated, the ill individual should also wear a surgical/procedural mask;
- Hand hygiene and respiratory etiquette should be practiced while the ill individual is waiting to be picked up;
- Cleaning of the isolation room area and other areas of the school where the ill individual was should be conducted as soon as reasonably possible after the ill individual leaves;
- Advise the ill individual and/or their parent or guardian to have the ill individual seek medical advice, including the recommendation of testing for COVID-19 as appropriate or as advised by their medical provider. Ensure direction is aligned with screening and return to school direction;
- Initiate communication protocols and plans to update and inform necessary stakeholders within the school community while maintaining confidentiality of the ill individual;
- Regular school functions can continue unless directed otherwise by the local public health unit.

**A list of students and staff in the school who were in contact with/in the same cohort as the ill individual should be prepared.** Those who are identified as potential close contacts should remain cohorted. The local Public Health unit will provide any further direction on testing and isolation of these contacts, if necessary. In most instances testing and isolation would only be recommended for contacts of a confirmed COVID-19 diagnosis.

***Scenario: A student becomes ill during the school day***

The following actions also apply to an individual, including students, staff, contractors, visitors, parents or guardians, who becomes ill while at school, including before and after school care affiliated with the school.

**Recommended action by teacher**

The teacher should:

- Be aware of symptom descriptions and alert the principal if a student is ill
- Continue to monitor students and themselves for symptoms

**Recommended action by principal**

The principal should:

- Coordinate immediate student pick-up and designate an area to isolate the student until parent/guardian arrival
- Advise student and any staff attending to them to use provided PPE kit
- Advise student to remain at home and continue with remote learning, if they are well enough to do so
- If required, advise entire staff of the concern while protecting confidentiality and responding with sensitivity in the circumstances
- As required, contact Superintendent and make them aware of the situation
- Ensure/coordinate environmental cleaning and/or disinfection of the space and items used by the individual(s)
- Monitor school population for possible new/additional illnesses
- Report in the daily attendance tracking tool as necessary

**Recommended action by school board**

The superintendent should:

- Inform the Board COVID-19 lead and others at the Board office as required
- Provide support to the school principal as needed

**The board COVID-19 lead should:**

- Continue to monitor attendance and student absences at the Board level

**Recommended action by parent and student**

The parent and student should:

- Follow guidance of health care provider
- Follow guidance under return to school (<https://www.ontario.ca/page/operational-guidance-covid-19-management-schools#section-6>) section
- If a student is tested for COVID-19, follow the guidance of health care provider and related direction for isolation and returning to school. If there are other siblings or members of the household that attend school or child care centres, advice of the health care provider should be followed on returning to school/child care centres.

**Management of individuals exposed to COVID-19 outside the school community**

**This section applies to individuals closely related to a school community, such as bus drivers, parents or members of a student's or staff member's household, who test positive for COVID-19 outside of the school.**

Situations will arise where students, staff, or teachers may be exposed to COVID-19 outside of the school environment (for example, to family members that don't attend the school, social contacts outside of school).

Household members and others who live with the individual who has tested positive should isolate for 14 days.

Schools should have necessary arrangements in place to support continuity of education for students who require isolation.

***Scenario: School bus driver becomes ill during the work day*****Recommended action by bus driver**

The bus driver should:

- Notify employer;
- Consult health care provider and follow recommendations;
- If tested for COVID-19, disclose that they are a school bus driver and follow the isolation guidance provided by health care provider
- Follow guidelines on return to work depending on the scenario.

**Recommended action by CLASS**

Bus drivers who are ill should not be working and should be encouraged to consult their health care provider. Work with school bus operators to ensure bus(es) undergo deep cleaning as required and alternate drivers are found to deliver the service.

CLASS should:

- Notify potentially impacted schools
- Work with school bus operators to ensure bus(es) undergo deep cleaning and alternate drivers are found to deliver the service
- Provide bus cohort list to schools/board as required
- Communicate with impacted school communities as appropriate
- Reinforce with bus operators that bus drivers who are ill should not be working and should be encouraged to consult their health care provider.

### **Recommended action by principal**

The principal should:

- Communicate with the Consortia as required and maintain situational awareness
- Update school board COVID-19 lead as required

### **Recommended action by school board**

The superintendent should:

- Inform the board COVID-19 lead, and others as required and support principal as needed

The Board COVID-19 lead should:

- Stay connected with the consortium to maintain situational awareness for bus operations of the board and bus driver illnesses

### ***Scenario: School bus driver tests positive for COVID-19***

#### **Recommended action by bus driver**

The bus driver should:

- Notify employer
- Consult health care provider and follow recommendations
- Follow guidelines on return to work

#### **Recommended action by CLASS**

CLASS should:

- Notify potentially impacted schools
- Work with school bus operators to ensure bus(es) undergo deep cleaning and alternate drivers are found to deliver the service
- Provide bus cohort list to schools/board as required
- Communicate with impacted school communities as appropriate

#### **Recommended action by principal**

The principal should:

- Follow the direction of the Public Health unit
- Provide class and cohort lists to Public Health unit
- In consultation with Public Health unit notify impacted cohorts and classes outlining what to expect and sharing useful resources with families
- Monitor for new and additional student illnesses in the school and classroom(s)
- Ensure portfolio information (that is, class list, seating charts, transportation details, etc.) for affected students/staff and any sibling(s) attending the school is up-to-date. Note: Be prepared to provide this information to Public Health unit upon request
- Connect with supervisory officer and make them aware of the situation
- Communicate with impacted schools, school boards and communities as appropriate



**Recommended action by parent and student**

The parent and student should:

- Adhere to direction provided by local Public Health unit
- Continue to adhere to current infection prevention, control practices and advice provided by local Public Health unit

**Recommended action by school board**

The superintendent should:

- Inform the Board COVID-19 lead, others as required and support principal as needed

The Board COVID-19 lead should:

- Continue to monitor the situation and liaise with the Ministry of Education as necessary

**Scenario: Parent/guardian tests positive for COVID-19**

**This scenario applies to anyone who shares a household with a student or staff member in a school community.**

If a parent/guardian receives a positive test for COVID-19, they are not obligated to inform the school of their test result. However, it is strongly recommended.

Children in a household where a parent/guardian or other member has tested positive should stay home and isolate for 14 days.

The Public Health unit would provide direction to close contacts, including household members of a person diagnosed with COVID- 19.

The Public Health unit would provide direction to the school principal on the actions to be taken with the school, depending on the circumstances of the positive COVID-19 case.

Note: Testing recommendations are made by an individual's health care provider and the Public Health unit.

**Recommended action by teacher**

The teacher should:

- Support continuation of learning for any students who need to isolate if necessary

**Recommended action by principal**

The principal should:

- If student is in the school, when notified by the parent/guardian, coordinate immediate student pick-up and designate an area to isolate the student until pickup
- Ask that the student follow the direction of their health care provider and Public Health unit
- Ensure student portfolio information (that is, class list, seating charts, transportation details, etc.) is up-to-date. Note: Be prepared to provide this information to Public Health unit upon request
- Follow Public Health unit directions regarding next steps
- Connect with Superintendent and make them aware of the situation
- Ensure/coordinate environmental cleaning and/or disinfection of the space and items used by the individual(s)
- If the student tests positive, refer to Management of Positive COVID-19 diagnosis in the school.
  - Monitor the school population for new/additional illness
  - Report in the daily tracking tool as necessary

**Recommended action by school board**

The superintendent should:

- inform the Board COVID-19 lead and support principal as needed

The board COVID-19 lead should:

- Continue to monitor the situation and liaise with the Ministry of Education as necessary

**Recommended action by parent and student**

The parent and student should:

- Continue to adhere to current infection prevention and control practices and advice provided by local Public Health

**Attachments:**

- Principal Checklist - COVID-19 - Chatham-Kent and Lambton Public Health, Appendix A
- Teacher Checklist - COVID-19 - Chatham-Kent and Lambton Public Health, Appendix B
- COVID-19 Fact Sheet - Chatham-Kent and Lambton Public Health, Appendix C
- Daily Screening Questionnaire for Parents/Guardians/Students Before Attending School, Appendix D
- LKDSB Isolation Room Guidelines, Appendix E
- Local COVID-19 Testing Sites Information, Appendix F

Implementation Date: September 3, 2020

**References:**

- [Operational guidance: COVID-19 management in schools](#)
- Emergency Preparedness [Policy](#), [Regulation](#) and [Pandemic Influenza Protocol/Plan Administrative Procedure](#),
- [Health Related Emergency Procedures](#)
- [Infection Control: Routine Practices / Universal Precautions](#)
- [Chatham-Kent Public Health](#)
- [Lambton Public Health](#)



## Principal Checklist (COVID-19)

### Process for positive case of COVID-19

Check once completed and sent to CK Public Health and/or Lambton Public Health.

- Forward **Teacher Checklist (COVID-19)** information and resources for the affected classroom and any additional requested classrooms.
- Forward information related to outside classroom interactions if applicable – bus lists, buddy programs, etc.
- Ensure enhanced cleaning measures are in place for affected classroom(s) as soon as possible.
- Send appropriate communications and letters to staff and parents/guardians.

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# Teacher Checklist (COVID-19)

Teacher Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Check if completed**

Updated class list and daily attendance completed

Log of sick students sent home

Who was sent home today?

Child Name: \_\_\_\_\_ Time: \_\_\_\_\_

Reason: \_\_\_\_\_

Child Name: \_\_\_\_\_ Time: \_\_\_\_\_

Reason: \_\_\_\_\_

Daily classroom visitor log

Who visited your classroom today?

Name: \_\_\_\_\_ Time Spent: \_\_\_\_\_

Reason: \_\_\_\_\_

Name: \_\_\_\_\_ Time Spent: \_\_\_\_\_

Reason: \_\_\_\_\_

Daily class excursions log

Where did your class go today?

Location and details: \_\_\_\_\_

Location and details: \_\_\_\_\_

Teacher close-contact log

Did I have close contact with a student less than 2m/6ft away today?

Check if all students had <2m/6ft interactions OR list individual encounters

Student Name: \_\_\_\_\_

Student Name: \_\_\_\_\_

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## COVID-19 FACT SHEET

### What you need to know about COVID-19

Coronavirus (COVID-19) is a respiratory illness caused by a virus that can spread from person to person. The virus that causes COVID-19 is a new coronavirus that has spread throughout the world. COVID-19 symptoms can range from mild (or no symptoms) to severe illness. COVID-19 stands for COroNaVirus Disease 2019 (the year the illness was discovered).

### Transmission

The coronavirus spreads from close contact with the respiratory droplets of a person infected with COVID-19. Respiratory droplets can include coughing, sneezing, talking and normal breathing. The droplets can travel greater than two metres when a person is singing, laughing or talking loudly. It is also possible for a person to get COVID-19 by touching surfaces infected with the virus and then touching their mouth, nose, or eyes.

### Symptoms

Symptoms may take up to 14 days after exposure to COVID-19 to appear. Some people with COVID-19 may have mild or no symptoms. This means some people may unknowingly spread the infection because they do not have symptoms (asymptomatic) or have not yet developed symptoms (pre-symptomatic).

The symptoms may be different depending on age. The most common symptoms are fever, cough, shortness of breath, sore throat, runny nose, loss of taste and/or smell, nausea, vomiting, diarrhea, and difficulty swallowing.

Children and older adults with COVID-19 may also have non-specific symptoms, such as chills, headaches, sleeping more than usual, disorientation, confusion, muscle aches, dizziness, weakness, or falls. People with weakened immunity, existing health conditions, or over the age of 60 are at higher risk for severe illness.

### Rare Condition in Children

While extremely rare, children can get an inflammatory condition that impacts the blood vessels, called vasculitis. Look for signs of rash, prolonged fever, red eyes and swelling in the hands and feet that need medical attention.

### Protective Measures to Keep Everyone Safe

- Limit non-essential trips.
- Keep two metres/six feet distance from others, and wear a mask or face covering when requested or when physical distancing is not possible.
- Wash your hands often with soap and water or use hand sanitizer (70%-90% alcohol concentration).
- Avoid touching your face with unwashed hands.
- Cover your cough or sneeze with your elbow or a tissue. Discard tissue in the garbage and wash your hands.
- Clean and disinfect frequently touched objects and surfaces.

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- Avoid close contact with people who are sick.
- Stay home if you are not feeling well.

## Testing

Testing for COVID-19 involves taking a swab from the back of the nose or throat. If you have symptoms of COVID-19, or have been in close contact with a person with COVID-19, call Telehealth at 1.866.797.0000, your health care provider, or an Assessment Centre to get tested.

Test results are available online. If your test was negative, you can stop self-isolating 24 hours after your symptoms have resolved as long as you are not required to be in self-isolation for another reason such as being a close contact of a case or recently returned from travel outside Canada.

## Treatment

There is no specific treatment for COVID-19. Persons with COVID-19 can seek supportive health care to help relieve symptoms. If you or a household member is having difficulty breathing call 911.

## Self-isolation

Stay home and self-isolate for 14 days if you have:

- Confirmed (positive) lab test for COVID-19
- Symptoms of COVID-19
- Close contact with a person with COVID-19 or who has symptoms of COVID-19
- Returned from travel outside of Canada, including the United States, in the past 14 days.

Even with mild symptoms you must stay home and self-isolate.

## Beware of Fraud and Scams

Phishing is a scam in which a person tries to lure an individual into providing personal information. CK Public Health and Lambton Public Health staff **will never** ask a person for their credit card or a social insurance number. There are currently no drugs licensed for the treatment or prevention of COVID-19.

For more information visit [ckpublichealth.com](http://ckpublichealth.com) and/or [lambtonpublichealth.ca](http://lambtonpublichealth.ca) or call us at 519.355.1071 ext. 1900 (CK) or 519.383.8331 (Lambton).

Adapted with permission from Toronto Public Health.

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**Daily Screening Questionnaire for Parents/Guardians/Students  
Before Attending School**

Do you, or your child attending school, have any of the following new or worsening symptoms?	Circle One	
	YES	NO
Fever (37.8°C or greater)	YES	NO
New or worsening cough	YES	NO
Shortness of breath/difficulty breathing	YES	NO
Sore throat	YES	NO
Chills	YES	NO
Difficulty swallowing	YES	NO
Runny nose/nasal congestion (in absence of underlying reason for this such as seasonal allergies, post nasal drip, etc.)	YES	NO
Feeling unwell/fatigued/malaise	YES	NO
Nausea/vomiting, diarrhea, abdominal pain	YES	NO
Unexplained loss of appetite	YES	NO
Loss of sense of taste or smell	YES	NO
Muscle/joint aches	YES	NO
Headache	YES	NO
Conjunctivitis (pink eye)	YES	NO
Has your child, or anyone in the child's household, had close contact (face-to-face contact within two metres) with anyone with a respiratory illness or confirmed or probable case of COVID-19?	YES	NO
Has your child, or anyone in the child's household, returned from travel outside of Canada in the last 14 days (excluding travel due to work, or other essential needs that did not require an overnight stay)?	YES	NO

- If you answered **NO** to all questions, your child may attend school.
- If you answered **YES** to any question, **DO NOT** send your child to school at this time. Your child should stay home. Complete the COVID-19 Self-Assessment Tool at <https://covid-19.ontario.ca/self-assessment/> to determine if medical care is required and if a COVID-19 test is needed. Your child may return to school as directed by a primary care provider.

**CK Public Health - Grand Office**  
 435 Grand Ave. W., Chatham ON N7M 5L8  
 Tel: 519.352.7270 Fax: 519.352.2166  
**Clinic Services**  
 177 King St. E., Suite 2, Chatham ON N7M 3N1  
 Tel: 519.355.1071 Fax: 519.355.0848  
[www.ckpublichealth.com](http://www.ckpublichealth.com)

**Lambton Public Health**  
 160 Exmouth St., Point Edward ON N7T 7Z6  
 Tel: 519.383.8331 Fax: 519.383.7092  
 Email: [publichealth@county-lambton.on.ca](mailto:publichealth@county-lambton.on.ca)  
[www.LambtonPublicHealth.ca](http://www.LambtonPublicHealth.ca)



### **LKDSB Isolation Room Guidelines**

The school Principal working with Building Services must identify a designated room to isolate students showing symptoms until they are picked up. Appropriate supervision is required.

As soon as the student is separated from others and moved to the designated isolation room, the supervising staff member must wash hands, put on a mask and eye protection, and avoid interacting with others. Depending on the severity of the symptoms, the staff member may opt to also put on a gown and gloves, which will be provided and located in the main office. The staff member must maintain 2 meters physical distance, avoid contact with the student's respiratory secretions, and must wash their hands after any contact with the ill student.

If the child is in JK to Grade 3 and agrees, it is recommended that the child be provided with and wear a procedural or surgical mask. The person responsible for supervising the student in the waiting room should encourage the student to practice hand hygiene and comply with respiratory etiquette until the student is able to leave the facility. The student must be provided with tissues to comply with respiratory etiquette. In the event of coughing or sneezing, tissues must be disposed of properly and hand hygiene measures must be followed.

If the student is unresponsive, has difficulty breathing, has convulsions or is rapidly deteriorating and requires immediate medical attention, staff will call 911.

The room will be equipped with a hand washing system (sink or hand sanitizer). It would be beneficial to display visual aids in the room about using hand hygiene and physical distancing.

Once the student leaves the school, cleaning of the isolation room area and other areas of the school where the ill individual was should be conducted as soon as reasonably possible after the individual leaves. Once the student leaves the facility, the custodial staff will be notified by the school administrator for the area, where they were waiting, to be disinfected and cleaned.

All items used by the student must be cleaned and disinfected (toilet, desk, locker, etc.) by designated custodial personnel. All items that cannot be cleaned (paper, books, cardboard puzzles) must be removed and stored in a sealed container for a minimum of 7 days or sooner if Public Health approves a return to school.





**Local COVID-19 Testing Sites**

(Please add additional sites and information below as necessary)

Testing Site Location	Contact Information

**Student Transportation Contact:**

Chatham-Kent Lambton Administrative School Services (CLASS)  
 Tel: [519-627-6860](tel:519-627-6860)  
 Toll Free: [877-330-4287](tel:877-330-4287)

Local Community Resource Partners	Contact Information